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**16 March 48**

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**CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.**

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SF 24 March*

**ADMINISTRATIVE INSTRUCTION  
NUMBER**

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**SUBJECT: Awards to CIA Employees for Meritorious Suggestions**

**1. Appointment of Committee.**

A Committee on Awards for Meritorious Suggestions is hereby established to promote an employee incentive program and to make recommendations for awards to employees for meritorious suggestions.

**Committee Membership**

- Executive Director --- Chairman
- Executive for Administration and Management --- Member
- Chief, Budget and Finance Branch, A&M --- Member
- Chief, Management Branch, A&M --- Member
- Chief, Personnel Relations Division, Personnel Branch, A&M --- Recorder without vote
- Alternates --- As designated by the Chairman when members are not available or for such other reasons as he may deem appropriate.

**2. Committee Responsibility.**

The committee will be responsible for carrying out the provisions of Section 14, Public Law 600, 79th Congress (5 U.S.C.A. 116a), and Executive Order No. 9817 dated 31 December 1946, and will encourage individual employee industry and interest in making sound suggestions for improvement or economy in the operations of CIA.

**3. Awards Authorized.**

- a. Awards may be authorized for meritorious suggestions adopted solely or primarily because of resulting monetary savings. Amounts shall be based on the annual estimated saving in the first year of

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operation in accordance with the following table unless, for special reasons, the Director shall determine, subject to statutory limitations, that a different amount is justified:

| <u>SAVINGS</u>             | <u>AWARDS</u>  |
|----------------------------|--|
| \$1 — \$1,000 —————        | \$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion.  |
| \$1,000 — \$10,000 —————   | \$50 for the first \$1,000 of savings, and \$25 for each additional \$1,000 of savings.  |
| \$10,000 — \$100,000 ————— | \$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings.   |
| \$100,000 or more —————    | \$725 for the first \$100,000 of savings, and \$100 for each additional \$100,000 of savings; provided that the maximum award for any one suggestion shall not exceed \$1,000. |

b. When a suggestion is adopted primarily upon the basis of improvement in the operations or services of CIA, the committee shall recommend an award commensurate with the benefits anticipated from the suggestion. The amount recommended for any one award shall not exceed \$1,000.

c. Certificates, medals, or other emblems may be awarded by the Director in honorary recognition of service which the Committee recommends as exceptional but not meriting a cash award.

#### b. Eligibility for Awards.

All civilian employees of CIA are eligible to submit suggestions and receive awards. Awards will not be recommended for suggestions falling within the normal responsibilities of the duties of the suggester.

#### 5. Basis for Awards.

a. Awards will be considered where, in the opinion of the committee, the meritorious suggestion has resulted or will result in improvement or

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economy in the operations of the agency through monetary savings, increased efficiency, conservation of property, improved employee working conditions, better service to the public, and similar results.

b. To be considered for an award, the suggestion must have been adopted for use in the agency.

c. No award shall be paid for any suggestion not adopted for use within three (3) years from the date the suggestion is received by the agency.

d. A cash award for a meritorious suggestion shall be in addition to the regular compensation of the recipient, and the acceptance of such a cash award shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by the recipient, his heirs or assigns.

#### 6. Submission of Suggestions.

Suggestions may be submitted direct to the Chief, Management Branch, ASM, by any individual authorized to receive an award. They should be in duplicate, and should include:

- (1) Name of employee.
- (2) Title, grade, and salary.
- (3) Division, Branch, and Office.
- (4) A detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

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7. Action on Suggestions and Awards

a. In each case where a suggestion of merit is made, a record will be placed in the personnel file of the employee concerned whether or not an award is granted.

b. The Chief, Management Branch, AIN, will review each suggestion submitted under this directive and arrange for committee action. The committee will consider each suggestion on the sole basis of benefit to CIA and eligibility of the suggester to receive an award and take action as follows:

(1) Return to the suggester each suggestion not considered of sufficient benefit to CIA for an award or where the suggester is not considered eligible for an award, stating reasons in each case.

(2) Recommend to the Director suitable award when warranted by the suggestion. The action of the Director in such cases shall be final.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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*Sent to Gen. Counsel  
Chief, B + F*

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